



Plumbing Contractor Application Checklist

It is your responsibility to submit all required documents with your application

****To promote better service, we ask that you also supply us with your email address****

If applying through an Indiana Plumbing Commission Approved Apprenticeship School

- 1.) Must be at least 18 years old
- 2.) Applicant Information section (Page 1)
- 3.) Original photograph-passport size-attached to application
- 4.) Application payment (check or money order made payable to the Indiana Professional Licensing Agency)
- 5.) **Mandatory** –approved school sponsor signature and current/active plumbing license
- 6.) Personal Background section (Page 3)
- 7.) Application affirmation section signed and dated
- 8.) Authorization for Release of Information section signed and dated

If you answer “yes” to questions 2 through 5 on the background questions, you will need:

- 9.) The Final Court Order document of pending or finalized charges. If you were ever placed on probation or are still on probation, you will need to submit order removing probation or setting terms of probation.

If applying through Plumbing Trade (requires current out-of-state plumbing license)

****DO NOT COMPLETE “EXPERIENCE IN A PLUMBING BUSINESS SECTION OR “EMPLOYER AFFIDAVIT OF EXPERIENCE IN PLUMBING BUSINESS” IF YOU ARE APPLYING THROUGH TRADE****

- 1.) Must be at least 18 years old
- 2.) Applicant information (Page 1)
- 3.) Original Photograph-passport size-attached to application
- 4.) Application payment (check or money order made payable to the Indiana Professional Licensing Agency)
- 5.) Out-Of-State Licensed Plumber Section (Page 2)- *Four (4) years of Experience in Plumbing Trade*
- 6.) Employer Affidavit of Experience in Plumbing Trade (signature required)
- 7.) Notary Certificate Section (signature of employer required)
- 8.) Copy of current/active out-of-state plumbing license
- 9.) Personal Background Section (page 3)
- 10.) Application affirmation section signed and dated
- 11.) Authorization for Release of Information section signed and dated

If you answer “yes” to questions 2 through 5 on the background questions, you will need:

- 10.) The Final Court Order document of pending or finalized charges. If you were ever placed on probation or are still on probation, you will need to submit order removing probation or setting terms of probation.

If applying through a Plumbing Business

****DO NOT COMPLETE “EMPLOYER AFFIDAVIT OF EXPERIENCE IN PLUMBING TRADE” IF YOU ARE APPLYING THROUGH A BUSINESS****

- 1.) Must be at least 18 years old
- 2.) Applicant information (page 1)
- 3.) Original photograph-passport size
- 4.) Application payment (check or money order made payable to the Indiana Professional Licensing Agency)
- 5.) Experience in Plumbing Business section (page 2)
- 6.) Letter from employer on company letterhead/stationary- include job duties and dates of employment
- 7.) Employer Affidavit of Experience in Plumbing Business (page 3)-signature required
- 8.) Personal Background (page 3)
- 9.) Application affirmation section signed and dated
- 10.) Authorization for Release of Information section signed and dated

If you answer “yes” to questions 2 through 5 on the background questions, you will need:

- 11.) The Final Court Order document of pending or finalized charges. If you were ever placed on probation or are still on probation, you will need to submit order removing probation or setting terms of probation.